Date: **XX/XX/XXXX**

Study Name:

Protocol/IRB Number:

Principal Investigator:

RE: Transition to electronic investigator site file system, Veeva SiteVault

This note to file documents that for the above mentioned study was initially maintained using a paper investigator site file prior to **XX/XX/XXXX**.

The documents filed in the paper ISF prior to the listed date **will/will not** be uploaded to Veeva SiteVault and will be available for review per study requirements.

Documents initially completed with wet ink signature(s) will continue to be maintained in their original format. These documents will be available for review per study requirements.

Once applicable, all paper files will be archived in accordance with regulations.

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**Signer name**

**Signer position/role on study**